

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1260

**GRADE:** E-06

**TITLE:** EXECUTIVE DIRECTOR TO THE CIVIL SERVICE COMMISSION

**DEFINITION:**

Under general supervision of the Deputy County Executive for Management and Budget and the Assistant School Superintendent for Staff Operations, to perform varied administrative and coordinating duties as staff assistant to the Commission; and to do related work as required.

**TYPICAL TASKS:**

Coordinates with the Deputy County Executive for Management and Budget and/or Assistant Superintendent for Staff Operations, the Commission's formal requests for studies;

Prepares the Commission's annual budget;

May represent the Commission at public meetings;

Coordinates paper work with the offices of the Chief Executives and the offices of the Personnel Director and Assistant Superintendent for Personnel Services;

Prepares agendas for Commission meetings, attends the meetings;

Prepares or supervises the preparation of minutes and correspondences resulting from formal action of the Commission;

Distributes and posts minutes of agendas and schedules meetings;

Assists the Commission in the preparation of its annual report to the Board of Supervisors and School Board;

Supervises subordinate staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the concepts and principles of public personnel administration;

Knowledge of the functions and problems of local government;

Knowledge of the principles and practices of organization and management;

Ability to plan, organize and direct the work of subordinate staff;

Ability to prepare and present oral and written reports;

Ability to develop and maintain effective working relationships with a variety of individuals.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to a bachelor's degree and five years of operational and policy development experience in major functional areas of personnel administration such as grievance resolution, classification, recruitment, selection, affirmative action, benefits, training and payroll administration.

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